



*Giving Georgia Playwrights a Voice*



*The inaugural cast of Jordan Pulliam's Bat-Hamlet in the 2012 Essential Theatre Play Festival.  
Bat-Hamlet has since received well over a dozen performances across the country!*

## ***Board Candidate Information Book***

Essential Theatre, Inc  
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Atlanta, GA 30316 [www.EssentialTheatre.com](http://www.EssentialTheatre.com)

*Peter Hardy, Founding Artistic Director  
Jennifer Kimball, Managing Director*

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*Alyssa Caputo in the world premiere production of 2016 Essential Theatre Playwriting Award Winner  
Karen Wurl's Dispossessed*

## Why Should You Join the Essential Theatre Board of Directors?

**We are seeking passionate, committed individuals to serve on the Essential Theatre Board of Directors.**



*Essential Theatre Playwriting Award Winners Lauren Gunderson (2001, 2004) and Topher Payne (2012), winning awards at the 2014 Humana Festival.*

The board is the governing body of Essential Theatre whose primary purpose is to set policy and provide guidance through the expertise brought to the organization by the board's members.

We are very proud of Essential's reputation for presenting high quality productions of new works, including at least one world premiere by a Georgia playwright each year. We are a 501(c)(3) non-profit employing a diverse group of participants and catering to an equally diverse audience.

We want board members with a passion for new plays who are willing to make a meaningful commitment of time and resources in support of our work.

## How Board Service is Distinct from Other Volunteer Roles

While you may not always think of nonprofit board service when you consider volunteerism, it is in fact a voluntary role. What are some of the differences between board service and other volunteer positions?

You'll be a member of the highest-level decision-making team for Essential Theatre and so your level of responsibility will be more substantial than many (although by no means all) volunteer roles. Because of this, you'll be asked to make certain commitments in your role as a board member.

### ***Time commitment***

The Board meets three times per year on Zoom and once in person. The amount of time you contribute can vary from just a few hours per month participating in board and committee meetings to several hours a week when the board is more actively involved in hands-on work, such as during our annual Festival.

### ***Financial commitment***

While organizations often reach out to volunteers for financial support, board members are typically expected to make a minimum financial commitment to the organization. This is true with Essential Theatre: we have a \$250 "give or get" policy, meaning that each board member is responsible for contributing a minimum of \$250 per fiscal year, whether by direct personal donation or by recruiting \$250 worth of donations from another source. This is less than many other boards' financial commitment requirements: rather than focusing on a specific amount, we ask that you prioritize Essential Theatre as one of your top financial donations each year that you serve on the board.

## Sample of Essential Theatre Board of Directors: Member Agreement

*This document is not a contract and does not create any enforceable legal duties or rights for any board members or for Essential Theatre. It has no binding effect on the parties signing it. It defines no contractual or other duties, but rather sets forth goals toward which board members should strive.*

As a member of the Board of Directors of Essential Theatre, I agree to support the mission of the organization. I understand that my duties and responsibilities include the following:

1. I am responsible for overseeing Essential Theatre's **organizational structure** through evaluating the staff, helping establish the organization's policies, and reviewing and implementing strategic initiatives.
2. I have a **fiscal responsibility**, along with other Board members, for this organization. It is my duty to be active in monitoring Essential Theatre's income and expenses, in planning the budget, and in fundraising to meet the budget. I will support Essential Theatre through personal donations and through support of fundraising initiatives throughout the year.
3. I have a **legal responsibility**, along with other Board members, for this organization. I am responsible to know and approve policies and be familiar with programs. Along with the rest of the Board, I oversee the implementation and legal compliance of by-laws, policies, and programs, and ensure that Essential Theatre is in compliance with tax regulations.
4. I agree to **participate actively** in Board and other significant Essential Theatre programming and events. To remain in good standing as a full Board member, I agree to:
  - Attend at least 75% of all Board meetings
  - Participate in a minimum of three Essential Theatre programs or events throughout the year

As a result, my volunteer commitment will be between 5 and 10 hours monthly.

In turn, Essential Theatre is responsible to provide me with the resources, information and tools that I need to succeed in these commitments, including:

- Meeting agenda, financial reports, previous board meeting minutes and other relevant information for Board meetings
- Responsiveness of staff and fellow board members to any questions I may have.



## The Process of Joining the Board

If you think that Essential Theatre Board membership is right for you:

1. Fill out this brief questionnaire: <https://forms.gle/4m8cHksQcJn4ootz7> and submit your resume or Curriculum Vitae via email to [info@essentialtheatre.com](mailto:info@essentialtheatre.com).
2. These will be reviewed by the Board. After the review, you will be contacted for either a phone or face-to-face interview (or maybe even both!).
3. Following your interview, with an existing Essential staff or board member's recommendation, your name will be placed in nomination for membership on the Essential Theatre Board of Directors. The Board will vote on your nomination, and you will be notified of their decision.
4. If your nomination is successful, you will receive an official invitation to join the Board of Directors.



*Essential Theatre playwrights, artists, staff, board and friends at our annual Celebration of Georgia Playwrights*

**Thank you for your interest!**  
**We look forward to hearing from you soon!**